

Norfolk Sheriff's Office

Job Description Specification S00070

Adopted: July 01, 1997 Revised: April 8, 2013

Job Title: DEPUTY SHERIFF

BRIEF DESCRIPTION OF THE JOB TITLE:

This is a sworn position responsible for maintaining a controlled atmosphere for inmates, staff, and the public and may be assigned to specialized program activities. The job requires physical exertion and the ability to make decisions under stress. The job performed will be under supervision but some leeway is granted for the exercise of independent judgment and initiative.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|----|---|
| 1. | L | Supervises deputy recruits in the daily operations of the jail and their responsibilities. |
| 2. | M | Supervises inmate activities and maintains order, discipline, and security by monitoring their daily activities in assigned housing units, during court proceedings, visitations, specialized program activities, food service, recreation, and general work assignments. |
| 3. | M | Ensures continued compliance by inmates of all rules and regulations of the jail facility. |
| 4. | M | Conducts cell searches on a periodic basis to locate contraband, excessive items, weapons and other materials which may prove to be unsafe for inmates or corrections personnel. |
| 5. | VH | To control all unruly inmates for the safety of other inmates, civilians, and other deputies. |
| 6. | M | If assigned to the booking area they will process all incoming prisoners. This includes searching, fingerprinting, photographing and any other job deemed necessary for processing a prisoner. |
| 7. | M | Serves as a court bailiff, providing security for the courts and its facility. Transporting inmates from the jail to our courts. |
| 8. | M | Serve criminal and civil warrants, capiases, subpoenas, eviction notices, and transport prisoners from other states that are wanted in our jurisdiction. Transport inmates and others to and from other correctional facilities, hearings, medical facilities, and approved funerals. |
| 9. | M | Familiarize ones self with the operation of the sheriff's vehicles, weapons, radios, and other assorted equipment deemed necessary to do their job properly. |
| 10. | L | Be able to perform administrative duties when necessary. Read and keep up on all rules and regulations as set forth in the Norfolk Sheriff's Office Policy and Procedures Manual, Inmate Handbook and Employees Rule of Conduct. |
| 11. | L | May be called upon to instruct other deputies or deputy recruits in the academy, once certified to do so. |
| 12. | VH | Must be able to perform the physical aspects of the job and meet the requirements and tests prescribed by the Norfolk Sheriff's Office. |

Adopted: July 01, 1997 Revised: April 8, 2013

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | Medium X | Heavy | Very Heavy |
|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | C | During observations of jail activities and guarding of inmates |
| Sitting | O | During class instructions and doing administrative duties |
| Walking | C | During rounds and moving inmates from place to place |
| Lifting | F | Supplies, equipment and assisting personnel that may need help |
| Carrying | F | Supplies and equipment |
| Pushing/Pulling | F | Equipment |
| Reaching | F | For equipment |
| Handling | F | Paperwork |
| Fine Dexterity | O | Writing, use of a firearm, and the use of computers |
| Kneeling | O | Use of a firearm, skills testing and cell searches |
| Crouching | O | Use of a firearm and cell searches |
| Crawling | O | Obstacle course and SERT team |
| Bending | O | Cell searches |
| Twisting | O | Exercise |
| Climbing | F | Going up and down the jail stairwells |
| Balancing | F | Food trays and walking the floors |
| Vision | C | Reading and observation of jail movement |
| Hearing | C | Listening to supervisors, instructors, other deputies and inmates in the jail |
| Talking | C | Communicating with instructors, supervisors, other deputies, jail personnel and inmates |
| Foot Controls | R | Driving |
| Other (specify) | N/A | |

Adopted: September 2001, Revised: _____**Class Title: Chief of Fire-Rescue****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees the daily operations of the Department of Fire Rescue. Supervises personnel, provides assistance with the coordination and planning of the department and administrates various related programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|---|
| 1 | L | Supervises personnel by participating in the recruitment, selection, and promotion of personnel, providing direction and development to personnel, conducting conferences with supervisory officers, and assuming command of major emergency incidents. |
| 2 | S | Assists with planning by developing and implementing policies and short and long range plans, administering budgets, and evaluating their effectiveness. |
| 3 | L | Administrates programs by coordinating emergency medical protocols, fire operations and suppression, paramedical services, fire prevention, fire and emergency medical services training, hazardous materials, and special rescue activities. |

Adopted: September 2001, Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent |
| Experience | At least ten (10) years of combined experience as a Chief Officer in a major municipal setting. |
| Certifications and Other Requirements | Valid Driver's License; National Fire Academy Executive Fire Officer Certification; current Virginia Department of Fire Programs (or other National Professional Qualifications System recognized) Certifications in Fire Officer III, Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician, Emergency Medical Technician-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers. |
| Reading | Work requires the ability to read various financial and technical documents and reports. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write technical documents, position statements, technical and financial reports, work orders, and memorandums. |
| Managerial | Managerial responsibilities include planning and developing policies, coordinating programs, and directing emergency incidents. |
| Budget Responsibility | Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures. |
| Supervisory / Organizational Control | Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

Adopted: September 2001, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light X | Medium | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Office equipment |
| Sitting | C | Computer, desk work, driving |
| Walking | O | To/from office equipment, to/from other departments and meetings |
| Lifting | R | Paperwork, files, office supplies |
| Carrying | R | Paperwork, files, office supplies |
| Pushing/Pulling | R | Desk drawers |
| Reaching | R | For items on higher shelves |
| Handling | R | Paperwork |
| Fine Dexterity | O | Computer keyboard, telephone keypad, writing |
| Kneeling | R | Retrieving files |
| Crouching | R | Retrieving files |
| Crawling | N | |
| Bending | R | Retrieving files |
| Twisting | R | From computer to telephone |
| Climbing | N | |
| Balancing | N | |
| Vision | C | Computer, supervision of staff, observation, driving, reading |
| Hearing | C | Staff, supervisor, vendors, general public, telephone, meetings |
| Talking | F | Staff, supervisor, vendors, general public, telephone, meetings |
| Foot Controls | R | Driving |
| Other (specify) | N | |

Adopted: September 2001, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, computer, telephone, copy machine, fax machine, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | M | Dirt and Dust | M |
| Chemical Hazards | M | Extreme Temperatures | M |
| Electrical Hazards | M | Noise and Vibration | M |
| Fire Hazards | M | Fumes and Odors | M |
| Explosives | M | Wetness/Humidity | M |
| Communicable Diseases | M | Darkness or Poor Lighting | M |
| Physical Danger or Abuse | M | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Turnout gear

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

(3)

Class Title: Police Officer**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Enforces state and local laws. Responds to calls for service. Maintains visibility for crime deterrence as well as accessibility. Performs patrol duties and responds to calls for service. Performs a variety of duties and tasks related to the protection of life, property and the preservation of the constitutional rights of every citizen. Conducts criminal and traffic investigations, conducts field interviews, serves warrants, subpoenas and other court papers, issues summons and makes arrests, watches for criminal, suspicious, or hazardous situations and takes appropriate police action as necessary. Provides assistance and information to the public and assists in the prosecution of offenders. Maintains administrative requirements and provides public information.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|---|
| 1 | M | Performs/conducts accident and criminal investigations by interviewing witnesses, issuing summons, determining causes, supervising and directing crime scenes, locating, apprehending and interrogating suspects, investigating incidents, gathering and analyzing evidence, making arrests, issuing summons, serving warrants, maintaining regular contact with at-risk organizations, reviewing submitted intelligence forms, preparing and disseminating intelligence bulletins, performing surveillance, managing and utilizing informants, analyzing probable cause, maintaining and submitting evidence for laboratory analysis, analyzing suspect information, maintaining contact with governmental agencies, recovering property and evidence, canvassing neighborhoods and maintaining gang intelligence. |
| 2 | M | Performs patrol duties and provides response to calls for service by traveling through designated areas, searching for suspicious, hazardous or criminal activity, field interviewing suspected offenders, monitoring and operating communication equipment, conducting preliminary incident investigation, responding to crimes and injury accidents, providing information and advice, issuing citations, pursuing subjects, making arrests and assisting other agencies, managing crowds and riots, providing conflict resolution and making arrests. |
| 3 | S | Assists in the prosecution of offenders by preparing cases, testifying in court, working with attorneys and maintaining knowledge of state, local and federal laws. |
| 4 | S | Maintains administrative requirements by preparing reports, paperwork and forms, maintaining vehicles, inspecting and maintaining personal equipment, attending specialized training and preparing case files, affidavits, court orders and search warrants. |

CSC Adopted: June 2008 CSC Revised: February 2009

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 5 | M | Performs special duties by directing traffic and enforcing traffic laws, serving court orders and search warrants, providing security to dignitaries, acting as special operations team member/operator to handle high threat situations, serving as fugitive officer, polygraph officer and pawnshop and secondhand dealer liaison. |
| 6 | L | Provides public services by referring victims to government agencies, maintaining visibility for crime deterrence, meeting with the community, organizing and presenting community benefit programs such as safety and drug awareness and serving as a special officer, instructor and explorers post advisor as necessary. Any other duties as required. |
| 7 | L | Proficiently and properly operates required equipment. |
| 8 | M | Maintains all weapons, vehicles and other issued personal equipment. Attends required training and or certification classes. |

CSC Adopted: June 2008 CSC Revised: February 2009**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. |
| Experience | Police Recruits - Graduation from the Norfolk Police Academy. Police Officer from another jurisdiction - Graduation from a state recognized Police Academy similar to the Norfolk Police Academy. |
| Certifications and Other Requirements | Must successfully pass all entry level testing and assessments and have a valid Driver's License. Police Recruits - Department of Criminal Justice Services (DCJS) certification; certification by Chief of Police of completion of probationary period as a Police Recruit, administration of Oath of Office by the Chief of Police or designee and receipt of warrant of appointment. Police Officer from another jurisdiction – Department of Criminal Justice Services (DCJS) certification or attainment no later than 8 weeks after their appointment; administration of Oath of Office by the Chief of Police or designee and receipt of warrant of appointment upon hiring. |
| Reading | Work requires the ability to read various reports, investigative materials, technical manuals, court documents and state and city codes. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write various reports, warrants, correspondence, statements, and investigative notes. |
| Managerial | May include managing and designing community activities and programs. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work may require functioning as a lead worker and would include overseeing work quality, training instructing and scheduling work. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, criminals, lawyers, and judges. |

CSC Adopted: June 2008 CSC Revised: February 2009**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | Medium X | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Investigations, surveillance, training, presentations, court, interviews, shooting range speaking to groups, observations, during investigations or at crime scene |
| Sitting | C | Investigations, surveillance, training, presentations, court, interviews, driving, case preparation, paperwork, computer, desk work, answering telephone, meetings, driving |
| Walking | F | Investigations, walking canines, to/from crime scenes searches, arrests, surveillance, patrolling Inter-office, to/from crime scene, during evidence searches, to/from meetings |
| Lifting | F | Prisoners, suspects, evidence, equipment, training canines, books, records, files office supplies, evidence, prisoners, handcuffs, handgun/firearms, baton |
| Carrying | F | Evidence, equipment, books, records, files, office supplies, evidence, prisoners, handcuffs, handgun/firearms, baton |
| Pushing/Pulling | F | Prisoners, suspects, physical training, stalled vehicles, barricaded doors, during arrest or at crime scene |
| Reaching | F | Recovering evidence, supplies, equipment, phone |
| Handling | F | Canines, prisoners, equipment, evidence, supplies, reports, paperwork, office supplies, handcuffs, handguns/firearms, baton |
| Fine Dexterity | F | Typing, writing, firearm control, computer keyboard, calculator, telephone keypad, pepper spray |
| Kneeling | F | Recovering evidence, arrest procedure, training, at crime scene |
| Crouching | F | Recovering evidence, arrest procedure, training, at crime scene |
| Crawling | R | Recovering evidence, arrest procedure, training, at crime scene |
| Bending | F | Recovering evidence, arrest procedure, training, at crime scene, getting in/out of vehicle |
| Twisting | F | Recovering evidence, arrest procedure, training, at crime scene, getting in/out of vehicle |
| Climbing | O | Training, stairs, during pursuit |
| Balancing | O | Stairs, physical training, canine training, using firearms, on walls, fences, when fighting suspects, conducting training assignments |
| Vision | C | Reading, computer monitor, driving, investigations, surveillance, observations writing, filing, making arrests, driving |
| Hearing | C | Communicating with personnel, suspects and witnesses and on telephone, listening to radio, co-workers, supervisor, investigators, officers, various organizational groups, general public/citizens, meetings, sirens |
| Talking | C | Communicating with personnel, suspects and witnesses and on telephone, two way radio, co-workers, supervisor, investigators, officers, various organizational groups, general public/citizens, speaking engagements or presentations |

CSC Adopted: June 2008 CSC Revised: February 2009

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Foot Controls | F | Driving |
| Other (specify) | O | Smelling: Detecting marijuana and drugs, running, pursuing and apprehending suspects |

CSC Adopted: June 2008 CSC Revised: February 2009

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Office and police vehicle equipment. Computer systems and hardware., radio, whistle, flashlight, chemical weapons, surveillance equipment, tazor, telephone, cameras, canine units, motorcycles, bikes, maintenance equipment and tools, bolt cutters, fingerprint equipment, metal detectors, radar, breathalyzer, code books, fire equipment, scuba equipment, dive equipment, Mobile Data Terminal (MDT). impact weapons

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | W | Dirt and Dust | D |
| Chemical Hazards | W | Extreme Temperatures | S |
| Electrical Hazards | S | Noise and Vibration | W |
| Fire Hazards | M | Fumes and Odors | W |
| Explosives | D | Wetness/Humidity | W |
| Communicable Diseases | M | Darkness or Poor Lighting | W |
| Physical Danger or Abuse | W | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | X |
| Outdoors | X |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Firearms, hazmat gear, gloves, footwear, body armor, knife, nightstick, baton, firearm, handcuffs, latex gloves, chemical weapons, goggles, masks, helmet, canine units

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)

CSC Adopted: October 2001 , CSC Revised: June 2006 CSC Revised: February 2013**Class Title: Fire Inspector****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs fire inspections and investigates fire code and hazardous material violations and ensures corrective action through proper completion of paperwork and follow through that can include criminal/legal statements. Performs fire cause and origin investigations as well as investigations of environmental crimes and pollution hazards and supports operational needs by filling operational assignments as needed.

Generally performs duties as a fire inspector, but can be called upon to perform job tasks as described in the essential functions outlined in Classification Specification 300617 (Firefighter EMT-E) and as needed, shall perform to the level of their Virginia Emergency Medical Certification. The Fire Inspector will be required to serve in an on-call capacity in order to provide assistance to on-duty staff as a matter of normal job function during off duty hours or in the event of major emergencies or significant events. When on-call, the Fire Inspector must be able to arrive at a designated location within the City of Norfolk, within 45 minutes of the response notification. The Fire Inspector may be called on to act as an Assistant Fire Marshal.

Selected Fire Inspectors are required to obtain law enforcement training when assigned to the arson group or the environmental crimes group.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | M | Performs fire and safety inspections by visiting sites, searching for and documenting fire code violations, explaining violations and possible corrective action, coordinating with other agencies, researching files, and issuing citations. Conducts investigations by digging and numbering debris, supervising other investigators, reconstructing and documenting scenes, interviewing witnesses and firefighters, consulting with experts, consulting with insurance agents, collecting evidence, and obtaining warrants. |
| 2 | H | Addresses other duties by preparing reports, writing parking tickets, interviewing witnesses, testifying in court, working with attorneys, performing investigations of environmental crimes, attending training, giving public information presentations, may be activated for department operations. |
| 3 | M | Inspects businesses which store, manufacture or use Hazardous materials. Maintain accurate files for Tier II reports and material safety data sheets (MSDS). Assist City of Norfolk Environmental Crimes Task Force in planning enforcement and prosecution. Subject to being "on-call" on nights, weekends and holidays. |
| 4 | H | When necessary, wears personal protective clothing and equipment including self contained breathing apparatus to perform emergency operational tasks and or investigations. |

CSC Adopted: October 2001 , CSC Revised: June 2006 CSC Revised: February 2013

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|--|
| 5 | H | During times of need, can be assigned to operational units that will respond to emergency events, requiring the Fire Inspector to maintain a level of physical fitness that enables acceptable job performance. During these times the Fire Inspector will be expected to physically perform in the operational position assigned and perform to the level of their medical certification. |
| 6 | H | When required, can perform the mental and physical duties of a Law Enforcement Officer by conducting investigations, apprehending suspects and making arrests. |

CSC Adopted: October 2001 , CSC Revised: June 2006 CSC Revised: February 2013**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires knowledge of a specific technical nature which may be obtained in advance of an assignment, but is not required. Specific training beyond the high school diploma or the equivalent GED in the fields of fire inspection / fire safety, fire cause and origin determination or environmental crimes mitigation is preferred. Junior college, vocational, business, technical or correspondence schools are likely sources to achieve this desirable educational exposure. |
| Experience | Six (6) years of experience as a Norfolk Fire-Rescue firefighter. |
| Certifications and Other Requirements | Valid Driver's License. Virginia Emergency Medical Technician Enhanced (EMT-E) certification (or higher). The following certifications are preferred and if selected as a Fire Inspector must be achieved within one year: Virginia Department of Fire Programs Certifications Fire Inspector (1031) and Fire Investigator (1033) Additional certifications required when assigned to the environmental crimes group or the arson group, and must be achieved within one year of assignment: Maintain certification as a Law Enforcement Officer through the Virginia Fire Marshal's Academy or an accepted DCJS. In addition to the above, any other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code. |
| Reading | Work requires the ability to read various manuals and code books. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic mathematical calculations. |
| Writing | Work requires the ability to write inspection and citation forms and witness statements. Compose letters and lesson plans for training using written skills and electronic aids (i.e. computers; iPads; etc.). |
| Managerial | N/A |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | N/A |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives. Meet with the general public to perform Fire Safety programs, Career Day displays, Health Fairs. |

CSC Adopted: October 2001 , CSC Revised: June 2006 CSC Revised: February 2013

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | Medium X | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Safety inspections, interviews, giving presentations |
| Sitting | F | Driving, surveillance, computer, desk work |
| Walking | F | Safety inspections |
| Lifting | O | Safety inspections, collecting evidence, flashlight, camera, sampling equipment, binoculars, tablet and pen |
| Carrying | O | Safety inspections, collecting evidence, flashlight, camera, sampling equipment, binoculars, tablet and pen |
| Pushing/Pulling | R | Safety inspections, collecting evidence |
| Reaching | F | Testing smoke alarms and lights, collecting evidence |
| Handling | F | Safety inspections, collecting evidence, flashlight, camera, sampling equipment, binoculars, tablet and pen |
| Fine Dexterity | F | Computer keyboard, writing, collecting evidence |
| Kneeling | F | Safety inspections, collecting evidence |
| Crouching | F | Safety inspections, collecting evidence |
| Crawling | O | Safety inspections, collecting evidence |
| Bending | F | Safety inspections, collecting evidence |
| Twisting | F | Safety inspections, collecting evidence |
| Climbing | F | Ladders, stairs, catwalks |
| Balancing | R | On ladders, stairs, catwalks |
| Vision | C | Computer, desk work, safety inspections, driving |
| Hearing | C | Telephone, Police officers, firefighters, property owners, citizens, presentations, meetings |
| Talking | F | Telephone, Police officers, firefighters, property owners, citizens, presentations, meetings |
| Foot Controls | F | Driving |
| Other (specify) | O | Operates 40' Safety trailer for Public education |
| Other (specify) | O | For the physical demands of an operational assignment please see Classification Specification 300617 (Firefighter EMT-E) |

CSC Adopted: October 2001 , CSC Revised: June 2006 CSC Revised: February 2013

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Flashlight, camera, telephone, fax machine, combustible gas meter, general office supplies, sampling equipment, binoculars, computer, Standard Microsoft Windows and Office software, Firehouse software, Internet and the tools associated with emergency firefighting or EMS work.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | D | Dirt and Dust | D |
| Chemical Hazards | W | Extreme Temperatures | D |
| Electrical Hazards | D | Noise and Vibration | D |
| Fire Hazards | D | Fumes and Odors | D |
| Explosives | M | Wetness/Humidity | D |
| Communicable Diseases | M | Darkness or Poor Lighting | D |
| Physical Danger or Abuse | M | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | X |
| Other (see 2 below) | -- |

(1) Emergency Scenes

(2) Emergency Scenes

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, hard hat, safety goggles, gloves, chemical mace, steel toed boots, ear protection, eye protection, turnout gear, SCBA

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)

CSC Adopted: October 2001, CSC Revised: _____

Class Title: Fire/Paramedic Lieutenant**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates the operations of a fire or rescue team during emergency situations and on a daily basis and assists in emergency situations. Ensures maintenance and training standards are met. Evaluates schedules, develops and disciplines personnel.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|----|---|
| 1 | VH | Provides fire suppression and medical emergency duties by evaluating situations, supervising and coordinating operations, ensuring personnel safety, ventilating structures, coordinating emergency incident responses, conducting overhaul operations to minimize smoke and fire damage, may be working supervisor directly suppressing fires and responding to emergency medical calls. |
| 2 | L | Performs administrative duties by preparing and providing training classes for station personnel, ordering, maintaining, and filing activity reports, conducting commercial inspections, reporting inspection submissions, preparing correspondence, conducting personnel evaluations, overseeing personnel discipline providing career development opportunities, and maintaining inventory and personnel records. |
| 3 | M | Conducts other duties by assigning activities, ordering supplies, performing building repairs and renovations, participating in public education fire prevention and smoke detector installation programs, acting as station captain when required, and overseeing vehicle and equipment maintenance. |

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|---------------------------------------|---|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with two years of advanced study or training in EMT/Firefighting past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Four (4) years combined experience as a Firefighter EMT, EMT-ST, EMT-C, EMT-P, Fire Inspector, Fire Lieutenant or Assistant Fire Marshal. |
| Certifications and Other Requirements | Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Officer I, (must achieve and maintain within one (1) year of promotion to the rank of Fire Paramedic Lieutenant), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)- Paramedic and current sanctioning to practice as an EMT-Paramedic by the City of Norfolk Medical Director as stipulated by the Virginia Administrative Code; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers, Advanced Cardiac Life Support and Pediatric Advanced Life Support. |
| Reading | Work requires the ability to read technical manuals, standard operational procedures, medical texts, building and construction codes, maps and schedules. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as the ability to calculate fire flow and hydraulics. |
| Writing | Work requires the ability to write medical and fire reports, inspection reports, code violations, letters and log books. |
| Managerial | Managerial responsibilities include assigning work schedules for personnel, maintaining equipment and facilities and overseeing emergency situations. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |

CSC Adopted: October 2001, CSC Revised:

CLASS REQUIREMENTS

| | |
|--|--|
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives. Requires interpersonal contact with victims and families during emergency operations and non-emergency public displays and informational visits to various organizations. |
|--|--|

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | Medium | Heavy X | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Ladders, rooftops, truck platforms |
| Sitting | F | Computer, desk work, driving, training |
| Walking | F | Station and vehicle maintenance, rooftops, fire duties |
| Lifting | F | Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris |
| Carrying | F | Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris |
| Pushing/Pulling | F | Medical equipment and supplies, fire equipment and supplies |
| Reaching | F | Medical equipment and supplies, fire equipment and supplies |
| Handling | F | Medical equipment and supplies, fire equipment and supplies |
| Fine Dexterity | F | Computer keyboard, writing, checking equipment, patient care |
| Kneeling | F | Firefighting, patient care, maintenance and cleaning |
| Crouching | F | Firefighting, patient care, maintenance and cleaning |
| Crawling | F | Firefighting, patient care, maintenance and cleaning |
| Bending | F | Firefighting, patient care, maintenance and cleaning |
| Twisting | F | Firefighting, patient care, maintenance and cleaning |
| Climbing | F | Ladders, steps, rooftops, truck platforms |
| Balancing | F | Ladders, steps, rooftops, truck platforms |
| Vision | C | Computer, desk work, observations at fire scenes, driving |
| Hearing | C | Firefighters, police, dispatch, doctors/nurses, general public |
| Talking | C | Firefighters, police, dispatch, doctors/nurses, general public |
| Foot Controls | F | Driving, depressing siren switch |
| Other (specify) | N | |

CSC Adopted: October 2001, CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hoses and nozzles, hand tools, ladders, stretchers, IV equipment, oxygen, EKG monitor, glucometer, stethoscope, computer, Standard Microsoft Windows and Office software, Firehouse Software, KDT, laser or inkjet printer, fax machine, telephone, copy machine

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | W | Dirt and Dust | D |
| Chemical Hazards | W | Extreme Temperatures | D |
| Electrical Hazards | W | Noise and Vibration | D |
| Fire Hazards | D | Fumes and Odors | D |
| Explosives | M | Wetness/Humidity | D |
| Communicable Diseases | D | Darkness or Poor Lighting | D |
| Physical Danger or Abuse | D | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | X |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Helmet, safety shoes, exam gloves, firefighting gloves, safety glasses, fire coat, pants and boots, face shield, protective mask, infection control gown, fire retardant hood, air tank

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)

Class Title: Fire Lieutenant

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for providing middle management leadership as assigned by the respective supervisor. The Fire Lieutenant is assigned as the office in charge of a single fire unit or can be assigned in an administrative assignment. The operational Fire Lieutenant responds to fire, medical, hazardous material, and technical rescue emergencies and other hazardous conditions, to provide working supervision for the incident commander to accomplish incident command and control and manage the appropriate actions to control the emergency and care of the sick and injured. Additionally, he/she directs and leads subordinates in associated duties including training, pre-incident planning, fire safety inspection, public education, and equipment and facility maintenance. The Fire Lieutenant assigned in an administrative assignment will typically perform duties as a first line supervisor management role. The Fire Lieutenant assigned in an administration role is very likely to be called upon to perform the essential functions as outlined in Classification Specification 300617 (Firefighter EMT-E) during times of significant emergency or tragic event.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|----|--|
| 1 | VH | Responds to medical emergencies, participates in and directs the delivery of basic and advanced life support procedures in accordance with Tidewater Emergency Medical Services (TEMS) Council protocols. Supervises the transportation of sick or injured patients to medical facilities. |
| 2 | VH | Responds to fire scenes, participates and directs the application of water and/or chemical agents to control and extinguish fires and the performance of search and rescue, forcible entry, ventilation, salvage, and overhaul. Responsible for insuring that a cause and origin are determined at all fire incidents. |
| 3 | VH | Responds to hazardous materials emergencies (accidental or intentional), to participate in and or direct effective hazard control strategies. |
| 4 | VH | Responds to technical rescue emergencies (accidental or intentional), to participate in and or direct and manage effective hazard control strategies. Ensures search and rescue and directs operations to affect structural and trench collapse, high angle, confined space, and water rescues. |
| 5 | H | Responds to hazardous conditions and general service calls to participate in and or direct and manage effective hazard control strategies. Provides salvage and recovery support to owners and/or occupants of damaged properties. |
| 6 | H | In reference to essential functions 1 through 5: Wears personal protective clothing and equipment including self contained breathing apparatus to perform emergency operational tasks. |

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|--|
| 7 | L | Administers daily operations by scheduling personnel, assigning duties and tasks, overseeing station and equipment maintenance, directing station operations, maintaining records, ordering supplies, preparing correspondence, and preparing forms. |
| 8 | H | Develops personnel by creating, implementing and maintaining training program while providing direct instruction, evaluating, counseling, and disciplining employees, and maintaining and updating personnel records. |
| 9 | M | Performs related duties by preparing correspondences, attending meetings and committees, attending training seminars, and reviewing and evaluating new technology and information relating to fire and emergency work. |
| 10 | M | Maintains proficiency and provides supervisory guidance to subordinates in using various software applications and technological advancements in both emergency and non-emergency situations. |
| 11 | M | Develops personnel by overseeing training operations, developing training objectives, evaluating and counseling subordinates. |
| 12 | L | Monitors compliance with the FLSA and other payroll related regulations, and provides information to superiors when issues are discovered. |

| CLASS REQUIREMENTS | |
|---------------------------------------|--|
| Formal Education / Knowledge | <p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained through formal higher education opportunities and or advanced study or training in fire and EMS work beyond the high school equivalency. Junior college, vocational, business, and technical or correspondence schools are likely sources.</p> <p>Note: January 1, 2016, 15 credit hours of course work in Fire Science, Emergency Medical Services, or other related field (i.e. emergency management; business administration; human resources etc.) as approved by the Fire Chief and the Director of the Department of Human Resources, will be required.</p> <p>Note: January 1, 2018, 30 credit hours of course work in Fire Science, Emergency Medical Services, or other related field (i.e. emergency management; business administration; human resources etc.) as approved by the Fire Chief and the Director of the Department of Human Resources, will be required.</p> |
| Experience | Six (6) years combined experience as a Firefighter Emergency Medical Technician (EMT)-Enhanced, EMT-Intermediate, or EMT-Paramedic. |
| Certifications and Other Requirements | <p>Valid Driver's License; Certificate of Completion Norfolk Fire-Rescue Professional Development Academy; Virginia Department of Fire Programs Certifications (VDFP) in Firefighter II, VDFP Fire Officer I (Preferred). National Incident Management System (NIMS) Incident Command System (ICS) 100, 200, 700 & 800. Completion of the Department of Fire Rescue Employee Development Program including "Acting Officer," "Engine Operator," and "Ladder Operator" manuals (must complete prior to participation in the testing process for promotion to the rank of Fire Lieutenant). Current certification as a Virginia Department of Health, Office of Emergency Medical Services, Emergency Medical Technician (EMT)-Enhanced, Emergency Medical Technician (EMT)-Intermediate, or Emergency Medical Technician (EMT)-Paramedic with all associated requirements for each respective level or certification and current sanctioning by the City of Norfolk Operational Medical Director. Successful completion of medical physical examinations and maintenance of health that establish medical fitness for duty as determined by a City of Norfolk contract occupational physician in accordance with the current edition of National Fire Protection Association (NFPA) 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments."</p> |
| Reading | Work requires the ability to read standard operating procedures, memos, administrative orders, records, training materials and letters. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. In addition the ability to calculate water flow problems and medicine administration calculations is required. |

| CLASS REQUIREMENTS | |
|---|---|
| Writing | Work requires the ability to write memos, evaluations, letters, inspections, training material and various reports. |
| Managerial | Managerial responsibilities include assigning work duties, planning training, performing evaluations and managing equipment and facilities. |
| Budget Responsibility | Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations. |
| Supervisory / Organizational Control | Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. |

CSC Adopted: October 2001, CSC Revised: May 2013**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | Medium | Heavy X | Very Heavy |
|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Investigating fire scenes, on ladders, rooftops |
| Sitting | F | Computer, desk work, driving |
| Walking | F | Station, fire scenes |
| Lifting | F | Firefighting tools and equipment, ladders, medical supplies |
| Carrying | F | Firefighting tools and equipment, ladders, medical supplies |
| Pushing/Pulling | F | Fire hose, ropes, doors |
| Reaching | F | Firefighting tools and equipment |
| Handling | F | Firefighting tools and equipment |
| Fine Dexterity | F | Computer keyboard, tying knots, starting IV |
| Kneeling | F | Investigating fire scenes, avoiding smoke inhalation, rescue operations |
| Crouching | F | Investigating fire scenes, avoiding smoke inhalation, rescue operations |
| Crawling | F | Investigating fire scenes, avoiding smoke inhalation, rescue operations |
| Bending | F | Investigating fire scenes, avoiding smoke inhalation, rescue operations |
| Twisting | F | Investigating fire scenes, avoiding smoke inhalation, rescue operations |
| Climbing | F | Ladders, stairs, rooftops |
| Balancing | F | Ladders, stairs, rooftops |
| Vision | C | Computer, desk work, driving, fire scenes |
| Hearing | C | Firefighters, police officers, dispatchers, doctors and nurses, citizens |
| Talking | F | Firefighters, police officers, dispatchers, doctors and nurses, citizens |
| Foot Controls | F | Driving, siren, air horn |
| Other (specify) | N | |

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Ground ladders, port-a-power units, bolt cutters, water cut off tools, sledge hammers, lug wrenches, hand truck with junction box, battering ram, stokes baskets, navigation compass, water rescue boat, life throw rings, stethoscopes, glucometer, backboards, neck collars, automatic defibrillators, aerial ladders, knives, chain saws, hand saws, pinch bars, fire extinguishers, portable lights, depth finder, life vests, jet skis, sphygmomanometer, pulse oximetry, CIDs, electrocardiogram, angiographic catheters, fire hoses, nozzles, axes, ceiling hooks, pry bars, power saws, ladders, heavy fans, shovels, ropes, hydraulic extrication equipment, fire engine, ladder trucks, radios, generators, Standard Microsoft Windows and Office software, laser or inkjet printer, Virginia Fire Incident Reporting System, Firehouse software.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | D | Dirt and Dust | D |
| Chemical Hazards | W | Extreme Temperatures | D |
| Electrical Hazards | W | Noise and Vibration | D |
| Fire Hazards | D | Fumes and Odors | D |
| Explosives | M | Wetness/Humidity | W |
| Communicable Diseases | D | Darkness or Poor Lighting | D |
| Physical Danger or Abuse | D | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | X |
| Other (see 2 below) | X |

(1)

(2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, haz mat suit.

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)

Class Title: Firefighter EMT-C**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Responds to emergency medical calls. Performs fire suppression duties and medical pre-hospital procedures. Maintains facilities and equipment for maximum efficiency. Performs related duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|----|--|
| 1 | VH | Responds to emergency medical calls by evaluating situations, providing emergency and non-emergency medical procedures both stationary and in a moving vehicle and transferring patients to medical facilities. |
| 2 | VH | Performs fire suppressions duties by responding to emergency fire calls, using various equipment and gear for fire suppression and control, searching for and rescuing occupants, ventilating structure, salvaging contents and applying water and other chemicals to fires. |
| 3 | VH | Performs maintenance of facilities and equipment by cleaning, inspecting, repairing and any other maintenance deemed necessary. |
| 4 | L | Performs related duties by maintaining all certifications, continuing education and training, inspecting buildings for fire code violations, logging activities, preparing reports, confining hazardous materials and performing as acting officer if necessary. |

CSC Adopted: October 2001, CSC Revised: August 2004**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|---------------------------------------|--|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Completion of the Tidewater Regional Fire Academy (or other approved Fire Academy training program), the Firefighter Recruit probationary period with the Department of Fire Rescue and one (1) year experience as an EMT or EMT-E with the Department of Fire Rescue or two (2) years experience as a Firefighter EMT-C/I in a fire department or two (2) years experience as an EMT-C/I in an EMS agency. |
| Certifications and Other Requirements | Valid Driver's License; current Virginia Department of Fire Programs Certifications in Firefighter II, Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code; current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Cardiac and current sanctioning to practice as an EMT-Cardiac by the City of Norfolk Medical Director as stipulated by the Virginia Administrative Code; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers and Advanced Cardiac Life Support. |
| Reading | Work requires the ability to read standard operating procedures, protocols for emergency medical services, training materials and various manuals. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as the ability to calculate pump operations and friction loss. |
| Writing | Work requires the ability to write firefighting, medical and training books and manuals, standard operating procedures, directions and guidelines, memorandums and letters. |
| Managerial | Managerial responsibilities include ensuring the completion of station assignments, inspections, preplanning as well as on scene time of fire or rescue training, delegation, station duties, organization and prioritization of tasks. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |

CSC Adopted: October 2001, CSC Revised: August 2004**CLASS REQUIREMENTS**

| | |
|--|---|
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, firefighters and rescue team members |
|--|---|

CSC Adopted: October 2001, CSC Revised: August 2004

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | Medium | Heavy | Very Heavy X |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Ladders, rooftops, truck platforms |
| Sitting | F | Computer, desk work, driving, training |
| Walking | F | Station and vehicle maintenance, rooftops, fire duties |
| Lifting | F | Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris |
| Carrying | F | Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris |
| Pushing/Pulling | F | Medical equipment and supplies, fire equipment and supplies |
| Reaching | F | Medical equipment and supplies, fire equipment and supplies |
| Handling | F | Medical equipment and supplies, fire equipment and supplies |
| Fine Dexterity | F | Computer keyboard, writing, checking equipment, patient care |
| Kneeling | F | Firefighting, patient care, maintenance and cleaning |
| Crouching | F | Firefighting, patient care, maintenance and cleaning |
| Crawling | F | Firefighting, patient care, maintenance and cleaning |
| Bending | F | Firefighting, patient care, maintenance and cleaning |
| Twisting | F | Firefighting, patient care, maintenance and cleaning |
| Climbing | F | Ladders, steps, rooftops, truck platforms |
| Balancing | F | Ladders, steps, rooftops, truck platforms |
| Vision | C | Desk work, observations at fire scenes, driving |
| Hearing | C | Firefighters, police, dispatch, doctors/nurses, general public |
| Talking | C | Firefighters, police, dispatch, doctors/nurses, general public |
| Foot Controls | F | Driving, depressing siren switch |
| Other (specify) | N | |

CSC Adopted: October 2001, CSC Revised: August 2004

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Ground ladders, portapower units, bolt cutters, water cut off tools, sledge hammers, lug wrenches, hand truck with junction box, battering ram, stokes baskets, navigation compass, water rescue boat, life throw rings, stethoscopes, glucometer, backboards, neck collars, automatic defibrillators, aerial ladders, knives, chain saws, hand saws, pinch bars, fire extinguishers, portable lights, depth finder, life vests, jet skis, sphygmomanometer, pulse oximetry, CIDs, electrocardiogram, angiocatheters, fire hoses, nozzles, axes, ceiling hooks, pry bars, power saws, ladders, heavy fans, shovels, ropes, hydraulic extrication equipment, fire engine, ladder trucks, radios, generators, Standard Microsoft Windows and Office software, laser or inkjet printer, Virginia Fire Incident Reporting System, Firehouse software

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | W | Dirt and Dust | D |
| Chemical Hazards | W | Extreme Temperatures | D |
| Electrical Hazards | W | Noise and Vibration | D |
| Fire Hazards | D | Fumes and Odors | D |
| Explosives | W | Wetness/Humidity | D |
| Communicable Diseases | D | Darkness or Poor Lighting | D |
| Physical Danger or Abuse | D | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | X |

- (1)
(2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, haz mat suit

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

- (3)

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Firefighter EMT-P****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Responds to fire, medical, hazardous material, and technical rescue emergencies and other hazardous conditions, and takes appropriate actions to control the emergency and care for the sick and injured. Serves as attendant-in-charge of an ambulance and coordinates the delivery of patient care. Performs associated duties including training, pre-incident planning, fire safety inspection, public education, and equipment and facility maintenance. Operates emergency vehicles, systems, and portable equipment. May be assigned to operations, training, prevention, or administration.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|----|--|
| 1 | VH | Responds to medical emergencies and performs basic and advanced life support procedures in accordance with Tidewater Emergency Medical Services (TEMS) Council protocols. Provides transportation of injured or ill patients to medical facilities. |
| 2 | VH | Responds to fire scenes and applies water and/or chemical agents to control and extinguish fires and performs search and rescue, forcible entry, ventilation, salvage, and overhaul. |
| 3 | VH | Responds to hazardous materials emergencies (accidental or intentional), isolates the scene, and employs effective hazard control strategies. Assists with controlling spills or leaks of hazardous products and decontamination. |
| 4 | VH | Responds to technical rescue emergencies (accidental or intentional), isolates the scene, and employs effective hazard control strategies. Performs search and rescue and assists in operations to affect structural and trench collapse, high angle, confined space, and water rescues. |
| 5 | H | Responds to hazardous conditions and general service calls and employs effective hazard control strategies. Provides salvage and recovery support to owners and/or occupants of damaged properties. |
| 6 | H | Drives emergency vehicles including sedans, ambulances, heavy fire apparatus, and utility/support vehicles. Operates fire pumps, aerial devices, breathing air compressors, and electrical, hydraulic, and pneumatic systems. Operates hand tools and portable electric, hydraulic, pneumatic, and gasoline powered tools. |
| 7 | M | Participates in fire, emergency medical, hazardous materials, technical rescue, terrorism, incident management, human relations and customer service, and other training as required. Participates in physical fitness/wellness training. |
| 8 | M | Inspects, cleans, and performs preventive maintenance of emergency vehicles and associated systems, portable equipment, fire hydrants, and fire station and grounds. |
| 9 | M | Performs other duties as directed, including but not limited to pre-incident planning, fire safety inspections, and public education. |
| 10 | H | Upon completion of experience and training requirements, serves as acting company officer as needed. |
| 11 | L | Completes fire, patient care, and pre-incident, inspection, and activity reports. |

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Completion of the Tidewater Regional Fire Academy (or other fire academy training program affording the same or comparable training as approved by the Fire Chief) and the Firefighter Recruit probationary period with the Department of Fire-Rescue. |
| Certifications and Other Requirements | Valid Driver's License; current Virginia Department of Fire Programs Certifications in Firefighter II, Hazardous Materials Awareness and Operations, and Emergency Vehicle Operator; current certification as a Virginia Department of Health, Office of Emergency Medical Services, Emergency Medical Technician (EMT)-Paramedic and current sanctioning by the City of Norfolk Medical Director; current American Heart Association certification in Basic Cardiac Life Support for Health Care Providers (CPR); current Advanced Cardiac Life Support (ACLS) certification; and current Pediatric Advanced Life Support (PALS) certification. |
| Reading | Work requires the ability to read reports, training materials, standard operating procedures, and general business correspondence. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as to calculate water flow and medication dosage rates. |
| Writing | Work requires the ability to write various reports, letters, and memos. |
| Managerial | N/A |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work involves serving as the attendant-in-charge of an ambulance and coordinating the delivery of patient care. Upon completion of departmental experience and training requirements, incumbents may act in the capacity of a company officer as needed. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Work involves serving the public. Work requires cooperative/supportive interaction with coworkers, supervisors, doctors and other healthcare workers. Work occasionally requires interaction with representatives of other City departments, other fire departments, and local, state, and federal agencies. |

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | Medium | Heavy | Very Heavy X |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training. |
| Sitting | F | Computer, desk work, driving, training |
| Walking | F | Emergency response, station and vehicle maintenance, training.. |
| Lifting | F | Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris. |
| Carrying | F | Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris. |
| Pushing/Pulling | F | Medical equipment and supplies, fire equipment and supplies. |
| Reaching | F | Medical equipment and supplies, fire equipment and supplies. |
| Handling | F | Medical equipment and supplies, fire equipment and supplies. |
| Fine Dexterity | F | Computer keyboard, writing, checking equipment, patient care. |
| Kneeling | F | Firefighting, patient care, maintenance and cleaning, training. |
| Crouching | F | Firefighting, patient care, maintenance and cleaning, training. |
| Crawling | F | Firefighting, patient care, maintenance and cleaning, training. |
| Bending | F | Firefighting, patient care, maintenance and cleaning, training. |
| Twisting | F | Firefighting, patient care, maintenance and cleaning, training. |
| Climbing | F | Ladders, steps, rooftops, truck platforms. |
| Balancing | F | On ladders, steps, rooftops, truck platforms. |
| Vision | C | Computer, desk work, observations at fire scenes, driving. |
| Hearing | C | Firefighters, police, dispatch, doctors/nurses, general public. |
| Talking | C | Firefighters, police, dispatch, doctors/nurses, general public. |
| Foot Controls | F | Driving, depressing siren switch. |
| Other (specify) | N | |

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Emergency medical equipment including airways, oxygen, monitor/defibrillators, I.V. fluids and drugs, stretchers, backboards and stokes baskets, diagnostic equipment, and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; emergency vehicles including sedans, ambulances, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular telephones.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | W | Dirt and Dust | D |
| Chemical Hazards | W | Extreme Temperatures | D |
| Electrical Hazards | W | Noise and Vibration | D |
| Fire Hazards | D | Fumes and Odors | D |
| Explosives | W | Wetness/Humidity | D |
| Communicable Diseases | D | Darkness or Poor Lighting | D |
| Physical Danger or Abuse | D | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | X |
| Outdoors | X |
| Other (see 2 below) | X |

(1)

(2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained breathing apparatus (SCBA), body substance isolation garments, N95 mask, latex exam gloves, traffic safety vest.

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)

CSC Adopted: October 2001 CSC Revised: May 2005

CSC Revised: November 2006 _ CSC Revised January 2008

CSC Revised: August 2009

Class Title: Police Captain**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, directs, manages, and supervises division. Develops division/departmental budget or is responsible for the budget and all payroll accounting, purchasing, grants, progress reporting, financial monitoring and conducting analytical studies and research projects pertaining to the division and/or as assigned by the Chief of Police. Disseminates information between the Chief and divisions. Manages, evaluates and develops personnel and programs. Develops and oversees adherence to divisional goals. Coordinates special events. Performs related duties as needed. Enforces state and local laws.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|--|
| 1 | L | Supports the Assistant Chief and the Chief by evaluating incoming information, determining information routing and acquiring needed facts. Participates in Police Leadership Group as field commander and inspectional duties and occasional executive on call or acting bureau chief |
| 2 | L | Manages personnel by determining goals and objectives, assigning and reviewing tasks, organizing, scheduling, training, determining policy, coordinating activities, allocating resources, supervising subordinates and interacting with inside and outside agencies. Evaluates and develops employees by advising, coaching and recommending actions to personnel. |
| 3 | L | Coordinates special events by meeting with and providing input to event organizers, other departments, divisions and city agencies to ensure the safety and orderly movement of vehicular and pedestrian traffic. |
| 4 | L | Performs related duties by preparing correspondence, attending and chairing meetings and committees, attending training seminars, formulating, implementing and tracking department budgets and reviewing and evaluating new technology and information in field publications. |
| 5 | L | Manages division budget by ensuring appropriate, accurate and timely development of budgets to include operating, revenue, capital improvement and special revenue, assessing input, making recommendations regarding final submissions, ensuring monitoring procedures and forecast projections, resolving problems, ensuring timely and efficient roll-out of budget, and ensuring appropriate procurement regulations are followed. |
| 6 | S | Ensures compliance with the FLSA and other payroll related regulations, providing guidance for analytical studies and research projects, reviewing, editing, and making recommendations. |

CSC Adopted: October 2001 CSC Revised: May 2005

CSC Revised: November 2006 _ CSC Revised January 2008

CSC Revised: August 2009

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires knowledge necessary to understand basic operational, technical, or office processes. A 4 year Baccalaureate Degree from an accredited college in a subject field related to law enforcement is required. |
| Experience | Two years of experience as a Police Lieutenant. |
| Certifications and Other Requirements | Valid Driver's License, DCJS Law Enforcement Officer Certificate, Successful completion of City of Norfolk's Civil Service promotional examinations |
| Reading | Work requires the ability to read various reports, professional publications, codes and ordinances, legal documents and general correspondence. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write letters, reports, memos, research findings and operational procedures. |
| Managerial | Managerial responsibilities include supervision of subordinates within the organization. |
| Budget Responsibility | Manages the research of budget documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size. |
| Supervisory / Organizational Control | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including providing input on final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City organization who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives. |

CSC Adopted: October 2001 CSC Revised: May 2005

CSC Revised: November 2006 _ CSC Revised January 2008

CSC Revised: August 2009

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light X | Medium | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | O | Routing mail, firearms training, observations, during investigations or at crime scene |
| Sitting | F | Computer, desk work, answering telephone, meetings, driving |
| Walking | F | Inter-office, to/from crime scene, during evidence searches, to/from meetings |
| Lifting | O | Office supplies, paper, files, equipment, evidence, prisoners, handcuffs, firearms, baton |
| Carrying | O | Office supplies, paper, files, equipment, evidence, prisoners, handcuffs, firearms, baton |
| Pushing/Pulling | R | During arrest or at crime scene, equipment, files |
| Reaching | O | Files, mail distribution, typing, police training |
| Handling | O | Office supplies, paper, files, equipment, evidence, prisoners, handcuffs, firearms, baton |
| Fine Dexterity | F | Office supplies, paper, files, equipment, evidence, prisoners, handcuffs, firearms, baton |
| Kneeling | R | Firearms training |
| Crouching | R | Trouble shooting equipment, loading copier |
| Crawling | R | |
| Bending | O | Arrests, crime scene, trouble shooting equipment, loading copier |
| Twisting | O | Arrests or at crime scene, driving/observations |
| Climbing | O | Stairs |
| Balancing | R | Files, mail distribution |
| Vision | C | Computer, reading, filing, observations, investigations, use of firearm, driving |
| Hearing | C | Telephone, staff, supervisor, public, meetings, sirens |
| Talking | C | Telephone, staff, supervisor, public, presentations |
| Foot Controls | F | Driving |
| Other (specify) | N | |

CSC Adopted: October 2001 CSC Revised: May 2005

CSC Revised: November 2006 _ CSC Revised January

2008

CSC Revised: August 2009

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Office equipment, computer systems and equipment.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | M | Dirt and Dust | D |
| Chemical Hazards | M | Extreme Temperatures | S |
| Electrical Hazards | M | Noise and Vibration | M |
| Fire Hazards | M | Fumes and Odors | M |
| Explosives | D | Wetness/Humidity | S |
| Communicable Diseases | M | Darkness or Poor Lighting | M |
| Physical Danger or Abuse | M | | |
| Other (see 1 below) | N | | |

(1)

(2)

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | X |
| Outdoors | X |
| Other (see 2 below) | -- |

PROTECTIVE EQUIPMENT REQUIRED:

Firearm, body armor, eye protection.

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

(3)

Class Title: Police Recruit**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs all instructional and other requirements in the police academy in order to graduate and become a Police Officer.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|---|
| 1 | M | Acquires knowledge and acclimation necessary to become a Police Officer I by completing physical inspection requirements, attending classroom instruction, taking notes, contributing to discussion, taking academic tests, passing physical tests, and participating in practical exercises. |

CSC Adopted: October 2001 CSC Revised: July 2012**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. |
| Experience | No experience required. |
| Certifications and Other Requirements | Valid Driver's License. Must successfully pass all entry level testing and assessments. |
| Reading | Work requires the ability to read forms, documents, manuals, class notes, maps and warrants. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write notes, fill out paperwork, and generate reports. |
| Managerial | N/A |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | N/A |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. Works under close supervision for evaluative purposes. |
| Interpersonal / Human Relations Skills | Work requires the ability to interact with peers, instructors, and other persons in a courteous manner which facilitates the training process. |

CSC Adopted: October 2001 CSC Revised: July 2012

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | Medium X | Heavy | Very Heavy |
|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | During exercises |
| Sitting | F | During classroom instruction |
| Walking | F | To and from activities |
| Lifting | O | Supplies and equipment |
| Carrying | O | Supplies and equipment |
| Pushing/Pulling | O | Equipment and exercises |
| Reaching | O | For equipment |
| Handling | O | Paperwork |
| Fine Dexterity | F | Writing, shooting a firearm |
| Kneeling | F | Exercising, shooting a firearm, skills testing |
| Crouching | F | Exercising, shooting a firearm |
| Crawling | R | Obstacle courses |
| Bending | F | Stretching exercises, skills testing |
| Twisting | F | Stretching exercises, skills testing |
| Climbing | O | Obstacle courses |
| Balancing | F | On ladders |
| Vision | C | Reading, observing surroundings |
| Hearing | C | Communicating in the classroom |
| Talking | C | Communicating in the classroom |
| Foot Controls | R | Driving |
| Other (specify) | F | Running; physical fitness |

CSC Adopted: October 2001 CSC Revised: July 2012

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Office and police vehicle equipment. Computer systems and hardware, handcuffs, exercise equipment, notebooks.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | S | Dirt and Dust | W |
| Chemical Hazards | S | Extreme Temperatures | S |
| Electrical Hazards | N | Noise and Vibration | D |
| Fire Hazards | N | Fumes and Odors | M |
| Explosives | M | Wetness/Humidity | S |
| Communicable Diseases | S | Darkness or Poor Lighting | M |
| Physical Danger or Abuse | M | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | X |
| Other (see 2 below) | X |

(1)

(2) Training facilities

PROTECTIVE EQUIPMENT REQUIRED:

Firearm, baton, OC Spray, eye and ear protection, training and head gear, mouth guard, protective cup, protective ballistic vest, handcuffs

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | C |
| Emergency Situations | O |
| Frequent Change of Tasks | O |
| Irregular Work Schedule/Overtime | R |
| Performing Multiple Tasks Simultaneously | C |
| Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work | C |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

(3)

CSC Adopted: October 2001 CSC Revised: May 2005 CSC Revised: March 2006

CSC Revised: November 2006 CSC Revised: January 2008 CSC Revised: August 2009

CSC Revised: July 2012

Class Title: Police Sergeant

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supervises personnel, ensures training and schedules assignments and duties. Conducts and schedules training, enforces standards and allocates assigned resources. Directs and performs investigations, makes arrests and assists in the prosecution of offenders. Performs patrol duties. Performs financial and administrative tasks as assigned. Enforces state and local laws.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|---|
| 1 | L | Maintains units by scheduling, developing and training personnel, directing investigations, investigating incidents, evaluating performance, maintaining building security, ensuring equipment and location maintenance, overseeing evidence, monitoring trends, allocating resources, reviewing reports, assigning tasks, disseminating information, communicating with command, assigning equipment, supervising operations, acting as officer in charge as necessary, providing protection to individuals under perceived threat of violence, preparing threat assessment, oversees conducting security survey, evaluating and forwarding intelligence, coordinating duties with other agencies and interacting with citizens. |
| 2 | M | Oversees the performance of criminal investigations which includes locating suspects and witnesses, interviewing witnesses, interrogating suspects, vouchering evidence, planning and executing stakeouts and making arrests, ensures scene security. |
| 3 | L | Performs administrative duties to include preparing reports and correspondence, keeping logs, scheduling training, maintaining equipment, attending meetings, maintaining files, and administrative investigations. |
| 4 | L | Assists with the prosecution of offenders by preparing cases, testifying in court, working with attorneys and maintaining knowledge of state, local and federal laws. |
| 5 | S | Performs patrol duties by traveling through designated areas, searching for suspicious, hazardous or criminal activity, field interviewing suspected offenders, issuing summonses and using mobile computer system. |
| 6 | S | Performs financial duties by preparing and maintaining budgets, evaluating historical expenditures and maintaining petty cash. |

CSC Adopted: October 2001 CSC Revised: May 2005 CSC Revised: March 2006CSC Revised: November 2006 CSC Revised: January 2008 CSC Revised: August 2009CSC Revised: July 2012**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | An Associates Degree from an accredited college in a subject field related to law enforcement or fulfillment of the formal educational requirement of a matriculated rising junior and have a minimum of 60 credit hours in a job related bachelor degree oriented course of study at an accredited four-year college/university is required. Work requires knowledge necessary to understand basic operational, technical, or office processes. |
| Experience | One year as a Corporal or five years as a sworn officer in the Norfolk Police Department. |
| Certifications and Other Requirements | Valid Driver's License. Police Officer DCJS Certification, Civil Service promotional examinations, Criminal Information (VCIN) certification, National Criminal Information Center (NCIC) certification. |
| Reading | Work requires the ability to read various reports, case notes, warrants, codes, regulations and policies and procedures. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write various reports, letters, investigative notes, evaluations and statements. |
| Managerial | Managerial responsibilities include supervision of subordinates within the organization. |
| Budget Responsibility | Prepares documents and does research to justify language used in documents for a unit or division of a department and may recommend budget allocations. |
| Supervisory / Organizational Control | Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts the public and others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives. |

CSC Adopted: October 2001 CSC Revised: May 2005 CSC Revised: March 2006CSC Revised: November 2006 CSC Revised: January 2008 CSC Revised: August 2009CSC Revised: July 2012**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light X | Medium | Heavy | Very Heavy |
|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Copier, fax machine, in elevator, filing, investigations, observations, inspections |
| Sitting | C | Computer, desk work, answering telephone, meetings, driving |
| Walking | F | To/from meeting site, to/from office equipment, to/from vehicle, while conducting investigations |
| Lifting | F | Office supplies, files, folders, reports, boxes, office equipment, firearm, handcuffs, radio, cellular telephone, pager, video or audio surveillance equipment, cap stun, evidence |
| Carrying | F | Office supplies, files, folders, reports, boxes, office equipment, firearm, handcuffs, radio, cellular telephone, pager, video or audio surveillance equipment, cap stun, evidence |
| Pushing/Pulling | R | While making physical arrest |
| Reaching | F | While making physical arrest, office supplies, equipment |
| Handling | F | Office supplies, files, folders, reports, boxes, office equipment, firearm, handcuffs, radio, cellular telephone, pager, video or audio surveillance equipment, cap stun, evidence |
| Fine Dexterity | F | Computer keyboard, calculator, writing, use of firearm, handling of evidence |
| Kneeling | R | During tactical situation, on firing range |
| Crouching | R | During tactical situation, on firing range, when making physical arrest |
| Crawling | R | During tactical situation |
| Bending | F | During tactical situation, on firing range, when making physical arrest |
| Twisting | R | During tactical situation, when making physical arrest |
| Climbing | R | Stairs, during tactical situations |
| Balancing | R | Stairs, during tactical situations, on firing range, when making physical arrest |
| Vision | C | Computer, desk work, use of firearms, reading, writing, investigations, observations, inspections, use of office equipment, when making physical arrest, driving |
| Hearing | C | Telephone, co-workers, investigators, patrol officers, agents, various representatives, general public, citizens, meetings |
| Talking | C | Telephone, co-workers, investigators, patrol officers, agents, various representatives, general public, citizens |
| Foot Controls | F | Driving |
| Other (specify) | R | Jumping: During tactical situations |

CSC Adopted: October 2001 CSC Revised: May 2005 CSC Revised: March 2006CSC Revised: November 2006 CSC Revised: January 2008 CSC Revised: August 2009CSC Revised: July 2012**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office and police vehicle equipment. Computer systems and hardware., radio, whistle, flashlight, chemical weapons, surveillance equipment, telephone, cameras, canine units, motorcycles, bikes, maintenance equipment and tools, bolt cutters, fingerprint equipment, metal detectors, radar, breathalyzer, code books, fire equipment, scuba equipment, dive equipment, Mobile Data Terminal (MDT). impact weapons

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | W | Dirt and Dust | D |
| Chemical Hazards | M | Extreme Temperatures | S |
| Electrical Hazards | S | Noise and Vibration | M |
| Fire Hazards | S | Fumes and Odors | M |
| Explosives | D | Wetness/Humidity | S |
| Communicable Diseases | M | Darkness or Poor Lighting | W |
| Physical Danger or Abuse | M | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | X |
| Outdoors | X |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Firearms, hazmat gear, gloves, footwear, body armor, knife, nightstick, baton, firearm, handcuffs, latex gloves, chemical weapons, goggles, masks, helmet, canine units

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

(3)

CSC Adopted: October 2001 CSC Revised: November 2006
CSC Revised: July 2012

Class Title: Police Corporal

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supervises a platoon in the absence of a Sergeant, maintains records, and evaluates personnel and schedules assignments and duties. Conducts and schedules training and enforces standards. Performs criminal and traffic investigations and assists in the prosecution of offenders. Enforces state and local laws. Performs administrative tasks such as report maintenance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|--|
| 1 | L | Maintains platoon effectiveness by assigning duties and equipment, scheduling personnel, conducting training, investigating incidents, disseminating information, inspecting officers and equipment, maintaining equipment and supplies, evaluating personnel, planning for special events, allocating resources, supervising operations, ensuring public safety, conducting training, and enforcing laws, with the Sergeant's assistance or when the Sergeant is not present. |
| 2 | M | Performs patrol duties by traveling through designated areas, monitoring communications equipment, searching for suspicious, hazardous or criminal activity, field interviewing suspected offenders, enforcing traffic laws, and making arrests. |
| 3 | M | Oversees and conducts investigations by securing the scene, interviewing witnesses, investigating incidents, gathering evidence, making arrests, issuing summons, serving warrants, directing traffic, investigating vehicle accidents, and observing suspects in stakeouts. |
| 4 | L | Performs administrative tasks by preparing reports, preparing reviews, preparing correspondence, monitoring staff, scheduling training, monitoring trends, attending training, maintaining records and files, and handling evidence as assigned by the Sergeant, or as need would otherwise dictate. |
| 5 | L | Provides public service by attending civic functions, participating in committees, communicating with and assisting citizens, organizing and performing public safety classes. |
| 6 | L | Assists prosecution of offenders of criminal and traffic laws by preparing cases, testifying in court, working with commonwealth attorneys, and maintaining knowledge of state and city laws. |

CSC Adopted: October 2001 CSC Revised: November 2006
CSC Revised: July 2012

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires knowledge necessary to understand basic operational, technical, or office processes. High School Diploma or GED and have completed a minimum of 12 hours of college credit at an accredited college in a subject/field related to law enforcement. |
| Experience | Four years as a sworn officer in the Norfolk Police Department. |
| Certifications and Other Requirements | Valid Driver's License, National Criminal Information Center (NCIC) and Virginia Criminal Information Network (VCIN), DCJS Law Enforcement Officer Certification, Civil Service Promotional examination.. |
| Reading | Work requires the ability to read various codes, manuals, general orders, letters and educational materials. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write various reports, letters, performance evaluations and correspondence. |
| Managerial | Managerial responsibilities include supervision of subordinates within the organization. Activities may include scheduling, training, conflict management and unit functionality. |
| Budget Responsibility | Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations. |
| Supervisory / Organizational Control | Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts the public and others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, criminals, lawyers and judges. |

CSC Adopted: October 2001 CSC Revised: November 2006
CSC Revised: July 2012

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | X | Medium | Heavy | Very Heavy |
|---|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Directing traffic, surveillance, guarding crime scene, investigations, interviews |
| Sitting | C | Computer, desk work, driving, surveillance, interviews |
| Walking | F | Inter-office, foot patrol, to/from court, surveillance, investigations |
| Lifting | F | Equipment, paperwork, K9, gun belt, evidence, bikes, suspects, prisoners |
| Carrying | F | Equipment, paperwork, K9, gun belt, evidence, bikes, suspects, prisoners |
| Pushing/Pulling | F | Furniture, equipment, vehicles, bikes, boats, trailers, suspects, prisoners |
| Reaching | F | Equipment, evidence, across desk, across car |
| Handling | F | Equipment, paperwork, K9, gun belt, evidence, bikes |
| Fine Dexterity | F | Computer keyboard, telephone keypad, radio, firing gun, writing, bike gears |
| Kneeling | O | Searches, surveillance, firing range, collecting evidence, hooking/unhooking trailer |
| Crouching | O | Searches, surveillance, firing range, collecting evidence, hooking/unhooking trailer |
| Crawling | R | Searches, surveillance, retrieving evidence |
| Bending | F | Searches, surveillance, retrieving evidence |
| Twisting | F | Searches, surveillance, retrieving evidence |
| Climbing | O | Stairs, fences, ladders |
| Balancing | O | Stairs, ladders |
| Vision | C | Computer, desk work, directing traffic, investigations, searches, surveillance, collecting evidence |
| Hearing | C | Police officers, fire department, suspects, witnesses, telephone, radio |
| Talking | C | Police officers, fire department, suspects, witnesses, telephone, radio |
| Foot Controls | F | Driving |
| Other (specify) | R | Jumping, During tactical situations |

CSC Adopted: October 2001 CSC Revised: November 2006

CSC Revised: July 2012

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Office and police vehicle equipment. Computer systems and hardware., radio, whistle, flashlight, chemical weapons, surveillance equipment, telephone, cameras, canine units, motorcycles, bikes, maintenance equipment and tools, bolt cutters, fingerprint equipment, metal detectors, radar, narcotics testing equipment, breathalyzer, code books, fire equipment, scuba equipment, dive equipment, Mobile Data Terminal (MDT). impact weapons.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | W | Dirt and Dust | D |
| Chemical Hazards | W | Extreme Temperatures | S |
| Electrical Hazards | S | Noise and Vibration | W |
| Fire Hazards | S | Fumes and Odors | W |
| Explosives | D | Wetness/Humidity | W |
| Communicable Diseases | M | Darkness or Poor Lighting | D |
| Physical Danger or Abuse | W | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | X |
| Outdoors | X |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Firearms, hazmat gear, gloves, footwear, body armor, knife, nightstick, baton, firearm, handcuffs, latex gloves, chemical weapons, goggles, masks, helmet, canine units

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)